

HEALTH AND SAFETY PROCEDURES DURING EMERGENCIES

In the event of an emergency, such as a fire alarm or bomb alert, the following actions will be taken:

For examinations in the Sports Hall

- When the fire alarm rings, the examinations will be stopped by the invigilator
- The senior invigilator will be informed immediately which area of the school is affected and unless students are in immediate and obvious danger they will sit quietly until the bell stops ringing
- The invigilator/s will record the time of the interruption and how long it lasts
- Students will be given a short time to re-gather their thoughts before the exam is resumed
- Students will be given the full working time allowed for the remainder of the exam
- A full report of the incident and action taken will be sent to the relevant exam board/s

If students are in any danger at all full evacuation procedures, as given below, will be implemented

For examinations in other areas of the School

- The examination will be stopped by the invigilator
- Students will be told to leave all question papers, scripts and other materials in the exam room
- The invigilator will collect the attendance register
- The exam room will be evacuated under the direction of the invigilator/s with students leaving the room calmly and in silence
- Students will be escorted to the nearest evacuation area
- Students will be supervised as closely as possible while they are out of the exam room to ensure there is no discussion about the examination
- The invigilator/s will make a note of the time of the interruption and how long it lasts
- Upon return to the exam room, students will be given the full working time allowed for the remainder of the exam
- If there are only a few students, it may be possible to take them (with question papers and scripts) to another place to complete the exam
- A full report of the incident and action taken will be sent to the relevant exam board/s

In case of a power cut during an exam in the sports hall, students must remain seated until the fire exit doors are opened to allow light into the room. Candidates must wait quietly in their seats until the problem is resolved. Candidates will be allowed the full working time allowed for the remainder of the exam.

Students will be reminded of this procedure at the start of all exams